

North Carolina Cost Share Programs Review Summary
(May, 2018)

County	<u>Yadkin</u>	Date of Previous Review/Report	<u>2013</u>
District Staff Name(s)	<u>Leigh Calloway, Jason Walker</u>	Date	<u>May 1, 2018</u>
NRCS Staff Name(s)	<u>Billy (Pacer) Sheets</u>		
Division Representative(s)	<u>Ken Parks, Rick McSwain</u>		
Additional Participants	<u></u>		

Questions	Division Findings				Division Comments	District Plan of Action Required		SWCD Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
Section 1: Application Procedures and Tracking Progress (BMP Implementation and Payments) Questions in this section focus on how the district advertises the program, how applications are developed, how contracts are developed, how funds are tracked and how the board approves each.										
How/when are the district board meetings scheduled?				X	The board meets the 3 rd Thursday of each month.		X			
How do you notify the public of the board meeting schedule? Does it adhere to the Open Meetings Law?				X	The notices are posted on the office door and on the county website on the district's webpage. The district is adhering to the Open Meetings Law.		X			

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Please describe the district's process for providing assistance to applicants by assessing resource concerns to determine if a BMP is "needed and feasible" and then developing the conservation plan.				X	The district technician asks the eligibility questions when talking with applicants. A time is set up to do a site visit with NRCS and district staff to go out to the site. Applications for cost share and EQIP are brought along. This is the start of the conservation planning process. The district staff also brings along maps and BMP job sheets.		X			
Does the district provide technical assistance without cost share funds?				X	Yes.		X			
What type of technical assistance is provided without cost share funds?				X	The district staff helps with technical assistance where the applicants are not eligible for cost share assistance or just need minor help with sedimentation, ponds etc.		X			
Are applications reviewed and approved by the Board as a separate action item?				X	Yes.		X			
Are application motions/decisions recorded in the board minutes?				X	Yes.		X			
Applicants are limited when applying for incentive BMPs. How does your district track applicants so they do not go over the practice caps and to be sure they haven't already "adopted" the practice?				X	The district does not cost share on incentive BMPs.		X			

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Is your district using the self-certification for incentives form provided by the division?				X	No, because the district does not cost share on incentive BMPs, but understand what this form is for.		X			
If multiple partners farm together, how does the district track individual applicants as one operation or entity?				X	The district staff uses a detailed spreadsheet to track contracts and funding and currently there are no farms that the district is aware of that have multiple partners.		X			
At what point in the application process does the district develop the contract? (After Ranking, After Application Approved?) Describe this process.				X	The highest ranked applicant will be contacted that they are ranked high enough for funding and asked if they want to proceed. A contract is started with all the information needed to put together the contract maps, forms, etc. Cultural resources process is started also.		X			
Describe how the district reviews the contract with the applicant. Do you explain that work cannot begin until the contract is approved by the division?	X				The district staff explains several times to the applicant that they cannot start work until final division approval of the contract. The district technician has a column on the spreadsheet for the date of the board approval and division approval.		X			
Describe the district/board's procedure for approving supervisor contracts.				X	The district has not had a supervisor, but knows the process of a supervisor abstaining from voting.		X			

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Is it documented in the Board minutes that the supervisor abstained from discussing his/her own contract and from voting?				X	Yes. There was a contract for a relative of a supervisor and the supervisor abstained from voting. The minutes were from Nov. 16, 2017.		X			
Is each contract reviewed in detail with the board before approval? Do you project CS2?	X				Yes, the board reviews the contracts in a detailed spreadsheet that the district technician provides. The district staff does a good job of providing information to the board.		X			
Are contracts reviewed and approved by the Board as a separate action item?				X	Yes.		X			
Are contract motions/decisions recorded in the board minutes?				X	Yes. The board minutes are from Sept. 15, 2016.		X			
What procedures do you follow for notifying the applicant that work can begin?	X				The district technician contacts the applicant by phone after receiving the email from the division that the contract is approved and the cultural resources is back and okay. Letters are also sent to the applicant of when to start work. See contract 99-2015-003 letter.		X			
What information do you provide the applicant?				X	The district technician provides copies of all maps, specifications, designs, list of contractors, contract and		X			


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					conservation plan.					
What technical assistance do you provide during the BMP installation process to ensure the BMP is installed correctly and by the contract deadline?				X	The district technician likes to know the different stages of the installation process and calls the applicant and then does a site visit to check on the installation of the BMP during construction.		X			
How do you track the Commission's interim performance milestone? One-third of the work must be completed within 12 months of division approval. Are you using CS2?	X				This is tracked on the district's spreadsheet and in the 6 notes in the file. The district is aware of the date in CS2. The district technician sends a reminder letter or phone call if the 1/3 rd date is coming up soon.		X			
If 1/3 of the work has not been completed within 12 months and the cooperators request additional time, is the district recording 6-month extensions in the board minutes?				X	Yes. Sept. 15, 2016. Contract 99-2015-006.		X			


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What documentation do you include in the contract file that certifies that the BMP was inspected and is installed to the standards?		X			The district technician usually measures the BMP and takes pictures. The technician writes in the 6 notes that the BMP is checked out and completed. Recommend marking in red on the contract when components/BMP are completed and the amounts of what was done.		X			
Are BMPs measured then certified before the request for payment is approved? How is this documented?				X	Yes. It is documented on the 6 notes, but also recommend to document on the contract same as above.		X			
Are receipts received and reviewed for CSP BMPs that are based on actual cost?				X	Yes, they are kept in the contract file.		X			
Are request for payments reviewed and approved by the board as a separate action item?				X	Yes.		X			
Are payment motions/decisions recorded in the board minutes?			X		Yes, on May 18, 2017, however the board approves RFPs with a motion after the designated supervisor signs the RFP outside a board meeting. The RFP must be taken up at the next board meeting as an information item only. See policy link: http://www.ncagr.gov/SWC/costshareprograms/documents/approval_contract_s_applic_rfps_jan2014.pdf	X		When RFPs are signed by a delegated supervisor, the district staff will be presenting the RFPs as informational items at the next board meeting and not voting on the RFPs a second time.	Immediately	Plan of action accepted. No further action needed.


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Section 2: Spot Checks and Compliance Issues Questions in this section focus on how the district reviews BMPs for compliance and how maintenance and/or non-compliance issues are addressed.										
Are all BMPs under the waste management category spot checked for the first five years after installation? This applies to all farms that fall under the thresholds that are regulated by DWR.				X	Yes.		X			
How does the district notify the NRCS area office or division to conduct spot checks for contracts that need to be spot checked by someone outside of the district? (See Spot Check Policies for each program)				X	The district technician lets Lee Holcomb know of these contracts that need to be spotchecked.		X			


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The North Carolina Statute 02 NCAC 59D.0107(f) states "If the technical representative of the district determines that a BMP for which program funds were received has been destroyed or has not been properly maintained, the applicant will be notified that the BMP must be repaired or re-implemented within 30 working days. For vegetative practices, applicants are given one calendar year to re-establish the vegetation." How does your district notify individuals that have destroyed or mismanaged a BMP?				X	The district technician hand delivers a letter of notification, but also calls the applicant sometimes to let them know of a compliance issue. See contract 99-2012-005. See minutes March 24, 2016.		X			
How are supervisors notified of BMPs that are found to be destroyed or mismanaged at any time throughout the year?				X	The supervisors are notified on the spotcheck or at the next board meeting.		X			
Does the district provide a written notice that the BMP must be repaired or re-implemented within 30 working days? (Vegetative practices have to be reestablished within one calendar year.) Is a copy of the notification kept in the contract file?				X	Yes. The letter of non-compliance was in the contract file.		X			
If the BMP was not repaired or re-implemented, was repayment requested? Please provide documentation.				X	No, the BMP was put back in compliance.		X			
Is the district notifying the division of non-compliance and resolutions?				X	Yes.		X			
Section 3: Record Keeping Questions in this section focus on how funds are managed and accounted for, maintaining proper design and job approval authority, as well as disclosure forms.										


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Do you use the CS2 reports to show the board available program funds, encumbrances and expenditures?				X	The do not use CS2 reports, but use the Excel spreadsheet and update it as contracts are encumbered and expended.		X			
Does your district meet the requirements set forth in the LGFCA (Local Government Fiscal Control Act)? (see district WIKI for compliance dates)				X	Yes, this is being met.		X			
How are technical assistance and operating funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	This is being tracked through the county finance dept. A district can print out a budget report at any time.		X			
Who in the office does work for Cost Share Programs?				X	Jason Walker, but will be changed to Leigh Calloway.		X			
How are matching funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	This is being tracked through the county finance dept. A district can print out a budget report at any time.		X			
Is proper job approval authority (JAA) documented for each technical and cost share position? Please provide a copy of the latest approved JAA. (Print a copy of what is in the data base. Does it match the district's version?)				X	Yes.		X			


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Section 4: Contract Reviews and Site Visits Below is a list of the contracts the division reviewed. Spot checks were also conducted. Notes include recommendations and/or corrective action for contract files as well as the BMP. Contracts/BMPs are listed by contract number.										
Contract Number: 99-2016-007 Applicant Name: William Taylor BMP: Stream Protection Well 				X	The BMP was functioning properly and looked good. All the documentation in the file looked good.		X			

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<p>Contract Number: 99-2015-005 Applicant Name: Kipley Miller BMP: AgWRAP Well</p> 				X	<p>The BMP was functioning properly and looked good.</p> <p>All the documentation in the file looked good.</p>		X			

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<p>Contract Number: 99-2012-005 Applicant Name: Ronald Driver BMP: Drystack and Incinerator</p> 			X		<p>The cooperators informed the district staff that the incinerator has been sold to another individual, but has not been picked up. The incinerator is out of compliance and must stay on the farm until the maintenance period is over in September 2018, otherwise a pro-rated amount of the BMP must be repaid to NCDA. Refer to the compliance policy. http://www.ncagr.gov/SWC/costshareprograms/documents/noncompliance_jan2014.pdf</p> <p>The drystack was functioning properly and looked good.</p> <p>All the documentation in the file looked good.</p>	X		<p>The cooperators agreed to keep the incinerator on the farm until the maintenance expires on September 2018. After the maintenance period has ended, the cooperators plan to sell the incinerator.</p>	<p>Immediately</p>	<p>Plan of action accepted. No further action needed.</p>

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<p>Contract Number: 99-2010-008 Applicant Name: Kevin Long BMP: Poultry Litter Spreader</p> 				X	<p>The BMP was functioning properly and looked good.</p> <p>All the documentation in the file looked good.</p>		X			

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<p>Contract Number: 99-2017-003 Applicant Name: Bobby Cheek BMP: Poultry Litter Spreader</p> 				X	<p>The BMP was functioning properly and looked good.</p> <p>All the documentation in the file looked good.</p>		X			

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<div>Contract Number: 99-2015-003</div> <div>Applicant Name: Gregory York</div> <div>BMP: Fencing, HUA, Well, Tanks</div> <div></div>				X	<div>The BMP was functioning properly and looked good.</div> <div>All the documentation in the file looked good.</div>		X			